

INFORMATION BULLETIN

WELFARE-TO-WORK

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TO: WELFARE-TO-WORK COMMUNITY

SUBJECT: MIS USER GROUP MEETING ON MARCH 13–14, 2002

This information bulletin transmits the agenda for the Management Information System (MIS) User Group meeting to be held on Wednesday and Thursday, March 13 and 14, at the following location:

Renaissance Stanford Court Hotel
905 California Street
San Francisco, California 94108

A draft agenda, training overview, and registration form are attached.

The agenda for this MIS User Group Meeting focuses on the Workforce Investment Act; however, Financial Management staff will be distributing the Welfare-to-Work (WtW) Closeout Guide and WtW Reporting Guidelines during the brief Financial Update session from 3:00 p.m.–3:30 p.m. on Wednesday, March 13, 2002. Both of these documents will be available at our Web site www.edd.ca.gov/emptran.htm#wtow no later than March 8, 2002. Questions regarding these guides may be directed to Martha Overman at (916) 657-2744. Also, as usual, specific system questions may be addressed during the afternoon breakout sessions from 3:30 p.m.–4:30 p.m. on March 13, 2002.

Reservations must be made directly with the Renaissance Stanford Court Hotel at (415) 989-3500. The room rate is \$110 plus 14 percent room tax. A block of rooms is being held under “*Employment Development Department–MIS Meeting*”. On-site valet parking is \$32 per night; there is no self-parking. Check-in time is 3 p.m. and check out time is noon. Reservations must be made by Wednesday, March 6, 2002, to guarantee the room rate. You must be prepared to give your credit card number to guarantee the special rate.

Commercial shuttles are available through SuperShuttle at (415) 558-8500. They serve the airport on a regular basis during airplane arrival hours. The cost is \$12.50 each way.

Taxis are an easy and relatively inexpensive way to get into the City. Taxi stands are located in the central island between the terminals and are also located on the lower level. Give your destination to the taxi supervisor who will assign a cab to you for your trip.

For further directions, please visit the hotel Web site at www.marriott.com. Driving directions from your location can be obtained from www.mapquest.com.

If you plan to attend this meeting, please complete the attached registration form (*Attachment 3*), and fax it to the Job Training Automation (JTA) Help Desk at (916) 654-9586, no later than Friday, March 8, 2001, before 4 p.m. Due to space limitations, only two representatives from each area will be guaranteed a reservation for the meeting. Additional representatives from each area will be placed on a waiting list and will be accommodated as space is available.

The JTA Help Desk will run an information kiosk at the registration desk. If you have specific Workforce Investment Act (WIA)/Welfare-to-Work (WtW) questions or problems and need assistance, there will be someone available to help. You can also drop off a hard copy of questions, and the JTA staff will research it and get back to you at your convenience.

We look forward to seeing you in San Francisco. If you have any questions regarding the meeting, please contact Jerry Bell at the JTA Help Desk at (916) 653-0202.

/S/ BILL BURKE
Chief

Attachments

MANAGEMENT INFORMATION SYSTEMS (MIS)
 USER GROUP MEETING
 Renaissance Stanford Court
 905 California Street
 San Francisco, California
 March 13-14, 2002

Draft Agenda

Tuesday, March 12, 2002

5:00 p.m.—6:00 p.m.	Pre-Registration (Pick up those packets early!)	Jerry Bell, Workforce Investment Division (WID) Ivonne Cedillo, WID
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Wednesday, March 13, 2002

8:00 a.m.—9:00 a.m.	Registration	Jerry Bell, WID Ivonne Cedillo, WID
9:00 a.m.—9:10 a.m.	Opening	Annette Wolfgang, WID
9:10 a.m.—9:30 a.m.	ETPL FAQ	Tony Avitua, WID
9:30 a.m.—9:50 a.m.	ETPL Subsequent Eligibility – The Process and the Forms	Esperanza Cuevas, WID
9:50 a.m.—10:30 a.m.	ETPL Subsequent Eligibility – The JTA System	Jerry Bell, WID
10:30 a.m.—10:45 a.m.	Morning Break	
10:45 a.m.—11:00 a.m.	JTA Update	Kristen Cooper, Information Systems Division (ISD)
11:00 a.m.—11:30 a.m.	WIA Performance Calculations – How to Run Performance via the JTA System	Andy Flennoy, WID
11:30 a.m.—12:00 p.m.	WIA Performance Calculations – What the Detail Reports Show	Cindy Hobart, WID Debor Untal, WID
12:00 p.m.—1:15 p.m.	Lunch on your own	

MIS User Group Meeting (continued)

1:15 p.m.—2:00 p.m.	WIA Customer Satisfaction – How to use JTA, When and Why	Ivonne Cedillo, WID Damien Ladd, WID
2:00 p.m.—2:15 p.m.	WIA Quarterly Report – PWIP What it shows, How to get it	Esperanza Cuevas, WID Andy Flennoy, WID
2:15 p.m.—2:30 p.m.	Break	
2:30 p.m.—3:00 p.m.	WIA FAQ	Tony Avitua, WID
3:00 p.m.—3:30 p.m.	Financial Update	Dave Rexius, WID April Grimm, WID
3:30 p.m.—4:30 p.m.	Timeshare breakout	Mike Ogden, WID
	Standalone breakout	Kristen Cooper, ISD

Thursday, March 14, 2002

8:30 a.m.—9:00 a.m.	Registration (for first time registration)	Jerry Bell, WID Ivonne Cedillo, WID
9:00 a.m.—11:30 a.m.	JTA Dial Up – MCI Tymnet Replacement	Mike Ogden, WID
	WIA 15% Special Project Breakout	Kimo Matsudo, WID Ivonne Cedillo, WID
11:30 a.m.—12:45 p.m.	Lunch on your own	
12:45 p.m.—3:15 p.m.	JTA Dial Up – MCI Tymnet Replacement	Mike Ogden, WID
	ACE / SQL Workshop	Tony Avitua, WID Jerry Bell, WID

TRAINING OVERVIEW

March 14, 2002

DESCRIPTION OF SECOND DAY TRAINING

JTA Dial Up — MCI Tymnet Replacement

This purpose of this session is to provide information on the Remote Local Area Dial-up (RLD). The RLD will be replacing the current MCI dial-up on an interim basis. This session will provide all the necessary information to make this transition as transparent as possible. All organizations that currently use MCI dial-up are urged to attend.

WIA 15% Special Project Breakout

The purpose of this session is to revisit the JTA system with the existing WIA 15% Special Projects and to provide an introduction to the new WIA 15% Special Projects. The topics covered will include participant forms, frequently asked questions and the basics of the JTA system. There will also be an open forum to answer questions related to the WIA 15% Special Projects.

Structured Query Language (SQL) Workshop

This session is designed for MIS Administrators who already have experience producing basic SQL's, but would like help with multiple table queries and detailed criteria statements. This session will also help decipher what is really wrong with your SQL when you receive those pesky error messages. Attendees are encouraged to bring a statement that they have been working on, or an idea for one that they would like to have.

REGISTRATION FORM
Management Information System User Group Meeting
March 13-14, 2002

Please fax this form to the Workforce Investment Division at (916) 654-9586.
Attention: Automation Customer Support.

Deadline for registration is Friday, March 8, 2002.

Hotel reservations must be made directly with the hotel.

NOTE: Due to space limitations we can only guarantee that ***two representatives*** from each subgrantee will be able to attend the MIS Meeting. Please indicate the priority of attendance for each representative from your area. Room for extra representatives will be accommodated, as space is available. A separate registration form must be filled out for each representative that will attend.

Name: _____

Title: _____

LWIA/ Subgrantee: _____

Phone: _____ FAX: _____

Check one of the choices listed below if you plan on attending the first day sessions:

☐ I will be attending as one of the two guaranteed spaces.

☐ Please add me onto the space available listing.

Check the second day session(s) that you wish to attend (one per time frame):

Morning Session		
_____	9:00 a.m. – 11:30 p.m.	JTA Dial-Up MCI Tymnet Replacement
_____	9:00 a.m. – 11:30 p.m.	WIA 15% Special Project Breakout

Afternoon Session		
_____	12:45 p.m. – 3:15 p.m.	JTA Dial-Up MCI Tymnet Replacement
_____	12:45 p.m. – 3:15 p.m.	ACE/SQL Workshop

[Registration Form](#) (MS Word)